

Tasks completed

1. Search Committee
 1. Finalized contract and sent first installment check to Ralph Andersen & Associates
2. Accounting
 1. Set up chart of accounts and produced statement of activity
 2. Signed agreements with Avenson & Hamann
 - i. Ongoing support for financials, assist in 501©3 application, assist in creating financial policy document
 - ii. Prepare 2016 Form 990
3. Email addresses set up for most board members as well as info@atcsc.org
4. Attended a workshop on applying for federal grants
5. Attended a webinar on presenting charts efficiently

Tasks in progress

6. Continuing to work with Directors Brown and Hohengarten on 501c3 application for IRS determination letter
7. Documenting procedures
8. Working with Travis County architect
 1. Finalizing IT and security infrastructure
 2. Beginning discussions on gate for north parking lot
9. Conversations with Consultant/PR/imaging firms
 1. Logo
 2. Initial website design
 3. Possible marketing piece
10. Ongoing documenting expenses and accomplishments to City of Austin

Pending tasks

1. Schedule visit to San Antonio facility
2. June 22nd - Briefing on Brack Campus by Christie Garbe of Central Health
3. Build operational budget for FY18
4. Act as primary contact during search process
5. Initial work on finance policies and procedures

FINANCIAL OVERVIEW

Austin Travis County Sobriety Center
LGC

Monthly Expenses 4/30/2017	Hourly	Expenses	Mileage
Carol Drennan	\$3,603.00	\$262.19	\$98.12
Carol Drennan	\$3,355.00		
Bank charges			
T-Mobile Phone		\$156.96	
Intuit QB Online		\$22.39	
Staples		\$9.20	
Staples		\$41.35	
Staples		\$82.57	
T-Mobile monthly		\$70.00	
Microsoft Office 365		\$13.53	
	\$6,958.00	\$658.19	\$98.12
MONTHLY TOTAL EXPENSES	\$7,714.31		
Current Bank Balance		\$ 364,046.63	